



**Rod R. Blagojevich, Governor**  
**Barry S. Maram, Director**

## **Illinois Department of Public Aid**

201 South Grand Avenue East  
Springfield, Illinois 62763-0001

**Telephone:** (217) 782-5565  
**TTY:** (800) 526-5812

01/09/04

### **INFORMATIONAL NOTICE**

**TO: Participating Medical Providers**

**RE: Provider Forms Request (DPA 1517) Now Available on the Internet**

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The Department of Public Aid supplies required billing forms (with the exception of the UB-92 claim form), prior approval request forms, adjustment forms and various types of pre-addressed mailing envelopes used by the providers to submit claims and adjustments to the department. These materials can only be obtained by submitting Form DPA 1517, Provider Forms Request, to the department.

Form DPA 1517 is now available on the department's Web site at [<http://www.dpaininois.com/medical/medforms.html>](http://www.dpaininois.com/medical/medforms.html). In addition, providers can find the link for Forms Request under Provider information on the Medical Programs page at [<http://www.dpaininois.com/medical/>](http://www.dpaininois.com/medical/). This form may be completed online and submitted directly to the department. Providers that choose not to submit their request via the Internet may fax in the Provider Forms Request to 217-557-6800 or mail to:

Illinois Department of Public Aid  
Bureau of Administrative Services  
2946 Old Rochester Road  
Springfield, Illinois 62703

Providers should refer to Chapter 200 of the applicable provider handbook for the form and envelope numbers appropriate for each provider type. Please limit the quantity of forms and envelopes requested to a three-month supply. Please allow 30 days for delivery of your requested items. Request for items that are out of stock will be placed on backorder status. These requests will be filled the next business day after receipt of the new stock.

**Reminder:** Single sheet billing forms are intended for use only in laser printers. Multi-page continuous feed forms are intended for use in either typewriters or impact printers.

Questions regarding forms should be directed to the Bureau of Comprehensive Health Services at 217-782-5565.

Anne Marie Murphy, Ph.D.  
Administrator  
Division of Medical Programs